District Coordinator Checklist for STAAR Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR section of the *2016 District and Campus Coordinator Manual*.

Training

Prepare for and Attend District Coordinator Training.

❏ Review the Manual

❏ Review the *Test Security Supplement*

❏ Review the Texas Administrative Code (TAC)

❏ Review Resources for Online Activities

❏ Receive Login Information and Assign User Access to the Assessment Management System

❏ Attend Training

❏ Review and Sign Oath

Prepare for and Conduct Campus Coordinator Training.

❏ Designate Campus Coordinators

❏ Schedule Training Sessions

❏ Distribute Manuals

❏ Prepare for and Conduct Training Sessions

Prepare for and Conduct Technology Staff Training.

❏ Designate Technology Staff

❏ Schedule and Conduct Training Sessions

❏ Direct Technology Staff to Review Online Resources

Prepare for Paper Administrations

Review and Confirm Materials Needed.

❏ Review Materials List

❏ Ensure Quantities of Test Materials

Review District Coordinator Packet.

❏ Familiarize Yourself with the Coordinator Packet Materials

Receive, Verify, and Distribute Shipment of Test Materials.

❏ Receive Test Materials

❏ Verify the Quantities of Testing Materials Boxes in Your Shipment

❏ Distribute Test Materials to Campuses

❏ Resolve Shortages

❏ Order Additional Materials for Your District

Deliver Precoded Answer Documents.

❏ Receive Shipment of Precoded Answer Documents

❏ Distribute Precoded Answer Documents to Campuses

Prepare for Online Administrations

Plan for Online Administrations.

❏ Understand Responsibilities of Technology Staff and Test Administrators for Online Administrations

Create User Accounts for Campus Personnel and Technology Staff.

❏ Create Role-Specific Accounts

Ensure That Testing Infrastructure Is in Place and That the Test Delivery System Is Configured; Conduct Test of Online Testing System.

❏ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place

❏ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations

❏ Coordinate and Conduct System Checks

Coordinate the Review and Updating of Records.

❏ Ensure That Student Information Has Been Verified

Oversee Test Session Details.

❏ Ensure That Testing Groups Are Created

❏ Ensure That Student Test Tickets Are Generated and Printed Before Test Sessions

Monitor Administrations (Paper and Online Administrations)

Maintain Testing Environment and Procedures.

❏ Ensure Proper Testing Environment

❏ Ensure Proper Testing Procedures

❏ Answer Questions and Resolve Problems

Complete Paper Administration Process

Order Additional Reports for the District.

❏ Order Additional Reports for Each Test Administration

Direct the Collection of Scorable Materials in the District.

❏ Collect Scorable Materials

❏ Verify That Campus Coordinators Have Correctly Returned Scorable Materials

❏ Complete the Answer Document Packing Lists (ADPLs)

Oversee Assembly and Shipping of Scorable Materials.

❏ Seal the Scorable Boxes Securely

❏ Place District Documents in the Envelope Provided

Return All Scorable Materials to the Testing Contractor.

❏ Organize Boxes for Delivery

❏ Call Carrier for Pickup of Scorable Materials

Direct the Collection and Return of Nonscorable Materials.

❏ Collect Nonscorable Materials from Campuses

❏ Prepare Nonscorable Materials for Shipping

❏ Pack Nonscorable Materials and Prepare Boxes for Shipping to Contractor

❏ Call Carrier for Pickup of Nonscorable Materials

Order Additional Reports for the District.

❏ Order Additional Reports for Each Test Administration

Ensure Security Oaths Are Signed and Returned.

❏ Ensure That Campus Coordinators and Principals Have Submitted Security Oaths

❏ Return Oaths from District Coordinator and Superintendent/Chief Administrative Officer to Testing Contractor

Complete Online Administration Process

Order Additional Reports for the District.

❏ Order Additional Reports for Each Test Administration

Ensure That Security Oaths Are Signed and Returned.

❏ Ensure That Campus Coordinators and Principals Have Submitted Security Oaths

❏ Return Oaths from District Coordinator and Superintendent/Chief Administrative Officer to Testing Contractor

Campus Coordinator Checklist for STAAR Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR section of the *2016 District and Campus Coordinator Manual*.

Training

Prepare for and Attend Campus Coordinator Training.

- ❏ Review Manuals and Online Resources
- ❏ Review the *Test Security Supplement*
- ❏ Review the Texas Administrative Code (TAC)
- ❏ Review Resources for Online Activities
- ❏ Review Procedures for Preparing and Submitting Answer Documents and ID Sheets
- ❏ Attend Training
- ❏ Review and Sign Oath

Prepare For and Conduct Principal and Test Administrator Training.

- ❏ Designate Test Administrators
- ❏ Schedule Principal and Test Administrator Training Sessions
- ❏ Distribute STAAR Test Administrator Manuals (Grades 3–5, 6–8, and EOC)
- ❏ Direct Designated Test Administrators to Review Online Resources
- ❏ Conduct Principal and Test Administrator Training Sessions

Prepare for and Conduct Technology Staff Training.

- ❏ Designate Technology Staff
- ❏ Schedule and Conduct Training Sessions
- ❏ Direct Technology Staff to Review Online Resources

Prepare for Paper Administrations

Receive and Verify Shipment of Test Materials.

❏ Verify Shipment of Test Materials

❏ Alert District Coordinator to Shortages of Secure Materials

Receive Precoded Answer Documents.

❏ Receive Precoded Answer Documents from District Coordinator

❏ Complete the Verification of Precoded Answer Documents

Ensure That Appropriate Answer Documents Are Prepared.

❏ Supervise Hand-Gridding of Blank Answer Documents

Prepare for Test Administration.

❏ Arrange for Testing Areas

❏ Organize Test Administrations

❏ Distribute Materials to Test Administrators

Prepare for Online Administrations

Plan for Online Administrations.

❏ Understand Responsibilities of Technology Staff and Test Administrators for Online Administrations

Create User Accounts for Campus Personnel and Technology Staff.

❏ Create Role-Specific Accounts

Ensure That Testing Infrastructure Is in Place and That the Test Delivery System Is Configured; Conduct Test of Online Testing System.

❏ Review Infrastructure Guidelines and Ensure That Infrastructure Is in Place

❏ Ensure That Technology Staff Have Downloaded and Installed Software and Tools for Online Administrations

❏ Coordinate and Conduct System Checks

Coordinate the Review and Updating of Records.

❏ Ensure That Student Information Has Been Verified

Arrange for Testing Rooms and Ensure Proper Testing Environment.

❏ Organize Test Administrations

❏ Arrange for Testing Areas

❏ Ensure Proper Testing Environment

Oversee Test Session Details.

❏ Ensure That Testing Groups Are Created

❏ Ensure That Student Test Tickets Are Generated and Printed Before Test Sessions

Distribute Test Materials to Test Administrators.

❏ Distribute Materials

Monitor STAAR Administrations (Paper and Online Administrations)

Maintain Testing Environment and Procedures.

❏ Ensure Proper Testing Environment

❏ Ensure Proper Testing Procedures

❏ Answer Questions and Resolve Problems

Complete Paper Administration Process

Direct the Collections of Materials from Test Administrators.

❏ Confirm That Test Administrators Have Followed Procedures for Returning Test Materials

❏ Use the STAAR Materials Control Form to Account for Test Booklets

❏ Ensure That Test Administrators Have Signed and Returned Security Oaths

Coordinate Preparation of Answer Documents for Scoring

❏ Ensure That Answer Document Fields Have Been Completed

Return Scorable Materials to District Coordinator.

❏ Prepare Scorable Materials for Return

❏ Separate and Pack Voided Scorable Materials

❏ Group Answer Documents and Prepare Class ID Sheets

❏ Group Answer Documents and Prepare Campus and Group ID Sheets

❏ Repeat Steps for All Groups; Pack Answer Documents by Group

❏ Prepare for Return of Scorable Materials to the District Coordinator

❏ Return Scorable Materials to the District Coordinator

Return Nonscorable Materials to District Coordinator.

❏ Return Nonscorable Materials

Return Oaths.

❏ Return Signed Security Oaths from Campus Coordinator and Principal to District Coordinator

Complete Online Administration Process

Ensure That Student Records Are Verified.

❏ Ensure That Score Codes and Student Records Are Completed

Direct the Collection of Ancillary Materials from Test Administrators.

❏ Ensure That Test Materials Have Been Collected

Principal Checklist for STAAR Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR section of the *2016 District and Campus Coordinator Manual*.

Training

- ❏ Review Manuals

- ❏ Attend Training

- ❏ Review and Sign Oath

- ❏ In Cooperation with District Coordinator, Designate a Campus Coordinator

- ❏ In Cooperation with Campus Coordinator, Designate Test Administrators

Prepare for Paper Administrations

- ❏ In Cooperation with Campus Coordinator, Arrange for Testing Areas

- ❏ Coordinate with Campus Coordinator to Ensure Proper Testing Environment

Prepare for Online Administrations

- ❏ Receive User ID for Assessment Management System

- ❏ In Cooperation with Campus Coordinator, Arrange for Testing Areas

- ❏ Coordinate with Campus Coordinator to Ensure Proper Testing Environment

Monitor STAAR Administrations (Paper and Online Administrations)

❏ Coordinate with Campus Coordinator to Ensure Proper Testing Environment

Complete Paper and Online Administration Process

❏ Return Signed Principal Security Oath to Campus Coordinator

Test Administrator Checklist for STAAR Administrations

This checklist is provided as an aid for organizing and tracking progress of training, test planning, test implementation, and completing test administration activities. The items on this checklist correspond to the checklist items embedded in the STAAR section of the *2016 District and Campus Coordinator Manual*.

Training

❏ Review the Manual

❏ Attend Training

❏ Receive Your User ID and Password for the Texas Assessment Management System for Online Testing, if Applicable

❏ Review Resources for Online Testing

❏ Complete Web-Based Test Administrator Training Modules (Optional)

❏ Review and Sign the Test Administrator Security Oath

Prepare for Testing

❏ Review Testing Rosters to Ensure Students Are Appropriately Placed

❏ Prepare for Testing with Accommodations

❏ Prepare ELLs for Testing with Linguistic Accommodations

❏ Prepare for Online Testing

❏ Prepare the Testing Environment

❏ Ready Seating Charts for Each Test Session

❏ Receive Test Materials from Campus Coordinator and Prepare for Distribution

❏ Inventory all Secure Materials Issued and Initial the Materials Control Form

Monitor Paper and Online Administrations

❏ Ensure Proper Testing Procedures

❏ Start Online Test Sessions

❏ Monitor and Manage Online Test Sessions

❏ Answer Students' Questions

❏ Collect Test Materials

Complete Paper Administration Process

❏ Account for All Test Booklets and Answer Documents

❏ Ensure That Answer Document Fields Have Been Completed

❏ Return Test Materials to the Campus Coordinator

Complete Online Administration Process

❏ Verify Testing Status

❏ Assign Score Codes and Accommodation Information

❏ Stop the Session

❏ Return All Student Authorizations, Session Rosters, and Test Administration Materials to the Campus Coordinator